

Department of Environmental Services City Hall Room 300B, 30 Church Street Rochester, New York 14614-1290 www.cityofrochester.gov



NUMBER 11.10

FLEET MANAGEMENT POLICY / PROCEDURE

SUBJECT: Fleet Additions Must Be Justified Prior to Purchase

APPROVED: Mattroma

Michael Quattrone, Fleet Manager

PURPOSE: Document that all fleet additions must be justified prior to purchase.

PROCEDURE: The City's Fleet Acquisition and Replacement Policy currently in place for

all City departments, including all vehicles and motorized equipment except firefighting equipment, contains the following language that

requires operating units to justify vehicles:

"Additions to the Fleet

Permanent or temporary additions to the fleet may be requested by operating units. A request for a permanent addition will be evaluated by the Fleet Manager, and if found to have merit, the request will be submitted to the Office of Management and Budget for review.

Permanent additions to the fleet must be authorized by the Office of Management and Budget. Temporary additions to the fleet must be authorized by the Fleet Manager. Additions are defined as any increase in the total number of vehicles owned or assigned to an operating unit.

A request for a permanent or temporary addition to the fleet may be requested by operating units by completing a "New Vehicle Request Form" and submitting it to the Fleet Manager for review and approval. A copy of the form is contained in *Appendix B: New Vehicle Request Form.*New Vehicle Request Forms for temporary additions are to be submitted a minimum of two months prior to the start date of the temporary assignment.

Permanent additions to the fleet or a change in the type of vehicle required are to be authorized by the Office of Management and Budget and will be incorporated into the Capital Improvement Plan's (CIP) funding replacement cycle".

PREPARED BY: Michael Quattrone, Fleet Manager

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